



Town of Clarkdale

P.O. Box 308 – 39 N. 9th Street, Clarkdale, Az. 86324

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www.Clarkdale.AZ.gov

JOB DESCRIPTION - FINANCE DIRECTOR

DESCRIPTION: Under direction of the Town Manager, this upper-level position serves as a member of the Town's management team and is the Department Head for the Finance Department. This position plans, directs, reviews, and supervises department staff to coordinate their efforts toward achievement of their departmental objectives and the objectives of the Town government as a whole. The department activities and operations encompass a wide range of internal and external support services. Persons in this position provide highly responsible and complex administrative support, information and recommendations to the Town Manager, Town Council, staff, and externally on behalf of the Town. This position understands public trust and models the highest standards of personal and professional integrity expected of those working in public service. This position is expected to provide and promote customer service consistent with the Town's Customer Service standards. Employees in this class typically work a forty (40) hour workweek, however schedules may change depending on the needs of the organization.

CLASSIFICATION: Positions in this class exercise considerable initiative and independent judgment and are expected to resolve problems of a professional and technical nature. This is a FLSA exempt, full time "at will" position with benefit package.

ESSENTIAL FUNCTIONS AND DUTIES: *Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:*

- Implements goals, objectives, priorities, policies and procedures of the Town of Clarkdale and the Finance Department.
- Represents the Town in interactions with the public, elected officials, coworkers, regulatory agencies, bond counsel, rating services, investment bankers, financial advisors, and business professionals on a regular basis.
- Works with INCODE software provider to ensure Town software systems are up to date with changing State, Federal, legislative and retirement reporting requirements and provides suggestions/help to departments of how to work with INCODE for department related issues.
- Coordinates, supervises, evaluates, and ensures efficiency in the responsibilities, activities, and operations of the Finance Department.
- Supervises and evaluates department personnel, also ensuring that sufficient training and development opportunities are provided.
- Establishes and monitors management and control of the Town's financial operating practices.
- Evaluates and implements internal and external audit recommendations and provides feedback to management on results.
- Structures, plans, and coordinates specific financial projects, and conducts, directs and participates in major projects to interpret and recommend financial policy for the Town.
- Utilizes financial forecasts and analysis to identify future financial challenges and opportunities and identifies strategies to secure financial sustainability for the Town.
- Develops, implements, and administers purchasing policies and procedures for the Town, ensuring financial oversight of all company spending and appropriate accounting principles.
- Prepares and/or communicates clear, accurate and comprehensive programs, policies, reports, and recommendations to elected officials, staff, outside agencies and the community.
- Conducts organizational and administrative studies and directs complex forecasting and cost/benefit analysis and recommendations on a wide range of policies, programs, and issues.

- Engages in, performs, and supervises strategic planning to ensure the Town's capacity to support organizational stability, community growth, and fiscal responsibility.
- Participates in Town management staff meetings and may serve on special committees or direct the conduct of projects having a general Town-wide impact.
- Initiates, maintains, and oversees a variety of files, records, and databases (electronic and hard copy), and compiles operational information and data for reports and record keeping.
- Provides filings, justifications and tracking as needed with grant obligations.
- Maintains compliance required by Arizona OpenBooks.
- Translates policy statements into working procedures.
- Performs other duties as needed or assigned.

MINIMUM QUALIFICATIONS:

Education and/or Experience

Bachelor's Degree in Accounting, Finance or Business Administration or a closely related field and at least five years of broad and extensive experience involving administration and management of government finances and municipal projects and programs, including three years of supervisory experience; OR any combination of education and/or experience which provides the knowledge, skills and abilities required.

Special Requirements, Licenses, and Certificates

- Must complete online training and testing with National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA) within six (6) months of hire and maintain current/ongoing certification as needed.
- Must possess, or obtain upon employment, a valid Arizona drivers' license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of general municipal administration and organization.
- Professional standards including governmental accounting and financial reporting standards, generally accepted accounting principles, and generally accepted auditing standards, including applicable federal, state, and local laws, ordinances, statutes, rules, regulations, policies, and procedures.
- Municipal finance administration, cost accounting principles and practices, investment fund management, utility accounting, budgeting, and debt management.
- Principles and practices of public human resource administration, including applicable federal, state, and local laws, ordinances, statutes, rules, regulations, policies, and procedures.
- Principles of personnel management, supervision, training, and performance evaluation.
- Modern office procedures, methods and equipment including computers and applicable software applications.

Skills and Ability to:

- Manage, supervise, and direct programs and activities of a multifaceted department.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies and operational needs including initiating appropriate adjustments.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Identify and respond to sensitive and organizational issues, concerns and needs.
- Plan, organize, direct, and coordinate the work of subordinates.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternate solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and administer large and complex budgets.
- Prepare clear, accurate and concise reports and presentations.
- Effectively communicate whether orally or in writing.

- Develop and maintain a courteous, helpful, and professional image in dealing with public, elected officials, business professionals and coworkers.
- Establish relationships and work cooperatively with Town officials, employees, and the general public.
- Plan, manage and direct multiple, diverse projects simultaneously.
- Provide customer service consistent with the Town's Customer Service Standards.
- Comprehend, understand, and make use of new or advanced technologies.
- Exercise initiative, apply sound judgment and produce reasonable recommendations.
- Maintain confidentiality when working with sensitive information and issues.
- Demonstrate flexibility in the face of change.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Vision sufficient to read technical, legal, and regulatory documents, periodicals, computer screens, computer print outs, business correspondence, audio visual materials, and other documents encountered in the course of work.
- Hearing sufficient to hear conversational levels in person and over the phone or radio.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the phone or radio.
- Mobility sufficient to safely work in office settings and similar environments.
- Dexterity sufficient to safely operate office equipment including computers.
- Strength sufficient to lift, carry and move ten (10) lbs.
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

WORKING CONDITIONS:

- Work is regularly performed within an inside office environment.
- The noise level is varied but usual to that of an inside office environment.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Town of Clarkdale is a drug-free, smoke-free work environment.

A PRE-EMPLOYMENT BACKGROUND CHECK IS MANDATORY.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.